

How to Approach Unit 9 Assignment 3

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How your Assignments are assessed



Each assignment is made up of Tasks.



You have Pass Tasks, Merit Tasks and Distinction Tasks.



You must complete **ALL** pass tasks to achieve a **Pass**.



You must complete **ALL** merit tasks to achieve a **Merit**.



You must complete **ALL** distinction tasks to achieve a **Distinction**.

How your Assignments are assessed



If you do not complete all PASS tasks, you have **NOT PASSED** the Assignment.



If you complete all PASS tasks, but do not complete all MERIT tasks you have **PASSED** the assignment.



If you complete **most** PASS tasks, and **all** MERIT and **all** DISTINCTION tasks, you have **NOT PASSED** the unit.



You will get a single resubmission attempt to improve your mark.

What is this Assignment About?



This is about reviewing how the project management process went



You will need to think about what went well



As well as what didn't go well



You will also need to think about how you behaved during the project

P8 Tasks



You must review how you applied the project management skills to your project:



Did you use the processes correctly for your methodology?



Were you able to carry out the different roles correctly?



Did you use the documentation correctly?



Were you able to use the documentation to analyse and control the project?

P9 Tasks



Did you apply the following skills correctly



Time management – project plan, timesheets



Communication – meeting minutes and emails



Problem solving – risk register, issue register, change control



What evidence do you have of each?

P9 Tasks



Here you need to talk about your behaviour during the project



How was your time management?



Did you make sure all tasks were completed on time and in order?



Did you organise the collection and mechanism of user feedback properly?



Did you get feedback in a timely manner?

P9 Tasks



Here you need to talk about your behaviour during the project



How were your communication and literacy skills?



Did you create professional, spell checked documentation?



Could you communicate effectively with others by email?



Were your emails professionally written?



Could you follow and implement instructions?



Could you interpret feedback properly?

P9 Tasks



Here you need to talk about your behaviour during the project



How were your problem-solving skills?



Did you break a problem down into smaller tasks?



Did you find the source of the problem?



Did you identify several solutions to a problem?



You should have lots of evidence for this.

P9 Tasks



Here you need to talk about your behaviour during the project



These are the 'soft skills' that businesses need:



How did you conduct yourself?



Were you organised? Were you professional in your approach to your communication?



Did you take responsibility when things went wrong?



Did show leadership by driving the project forward?



You will need to provide evidence for this.

M4 Tasks



You will need to recommend improvements to your project management skills and behaviours



This is where you get a chance to say what you would have done differently



You should identify 5 or 6 things that you would improve



Remember: this must include both your skills **AND** your behaviours

D4 Tasks



You need to prove the following:



You have consistently good technical understanding of the project.



You fully understand your methodology.



You have effectively applied your skills and behaviours.



You need to show that your skills and behaviours made a difference to the project.



The project was delivered on or under time & budget.